



HUMAN RESOURCES DEPARTMENT

City of Burlington

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Director of Aviation Burlington International Airport

POSTING DATE: January 10, 2011

DEADLINE TO APPLY: January 31, 2011

EXEMPT/NON-EXEMPT: Exempt

**** A salary above \$100,657/yr requires approval of the Burlington City Council.**

RANGE OF PAY: \$90,439/yr - \$108,431/yr DOE **

POSITION STATUS: F/T

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

The person in this position reports directly to the Mayor and is responsible for the overall management of the Burlington International Airport.

ESSENTIAL FUNCTIONS:

- Direct the activities of the department through development and communication of strategic goals and specific operating objectives.
- Negotiate leases with tenants and concessionaires, working cooperatively with legal counsel.
- Resolve landlord-tenant disputes, as necessary.
- Develop, maintain and manage approved operating and capital budget.
- Responsible for overall direction and supervision and evaluation of BIA personnel.
- Administer one or more ongoing airport projects such as terminal expansion. Coordinate efforts of architects, construction manager and contractors. During times of construction airfield requires constant surveillance.
- Direct the implementation of the airport security and emergency procedures, including but not limited to snow removal, traffic flow, and safety.
- Maintain contact with news media personnel and respond to demands for status reports during emergency situations such as power failures, snowstorms and fatal aircraft accidents.
- Develop and implement public affairs programs and conventions which provide information to citizens and enhance the airport's stature.
- Act as liaison with state and federal officials to promote funding of Burlington International Airport.
- Maintain awareness of new developments in technology and marketing relevant to Burlington International Airport.
- Mediate passenger complaints and /or customer as necessary.
- Collaborate and coordinate with other City departments as necessary.
- Maintain positive media and public relations.
- Direct the Airport planning to meet operational needs.
- Staff, support and participate in each Airport Commission meeting.

NON-ESSENTIAL FUNCTIONS:

- Attend City Council meetings as necessary.
- Perform public speaking assignments for civic groups and organizations throughout the state.
- Performs other duties as required

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, airport administration, public administration or related fields and a minimum of five years of progressively responsible management experience in executive departmental administration, airport operation financial theory required.
- Master's degree preferred.
- Demonstrated understanding of airport financing, economic development and FAA regulations desired.
- Knowledge of budgetary procedures and fiscal accountability required.
- Knowledge of capital improvements programs required.
- Knowledge of management principles and practices; ability to accomplish work through others.
- Demonstrated thorough knowledge of technical disciplines such as civil engineering, construction techniques and building and facilities maintenance programs.
- Knowledge of aviation, both for planning purposes and to include FAA regulations compliance.
- Ability to organize and coordinate simultaneous complex functions and subfunctions of departmental activity.
- Ability to establish and maintain effective employee and public relations.
- Ability to communicate effectively orally and in writing.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, Cover Letter and Resume by Jan 31st to: Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY) Visit our Web site: www.hrjobs.ci.burlington.vt.us

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.